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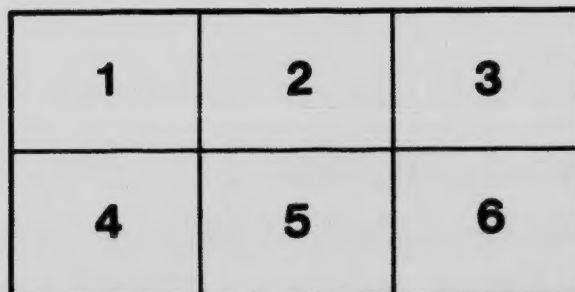
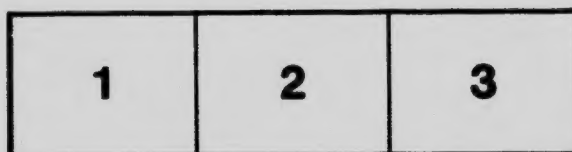
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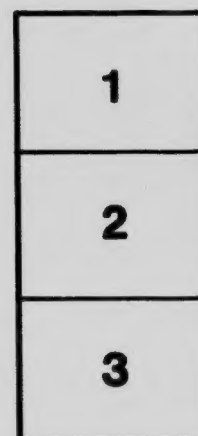
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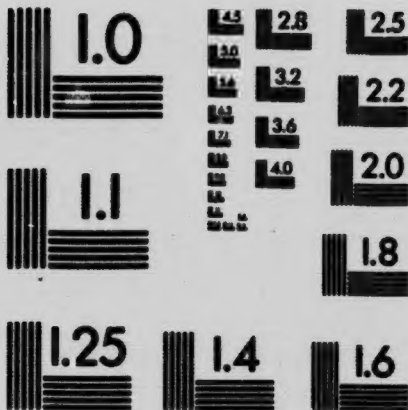
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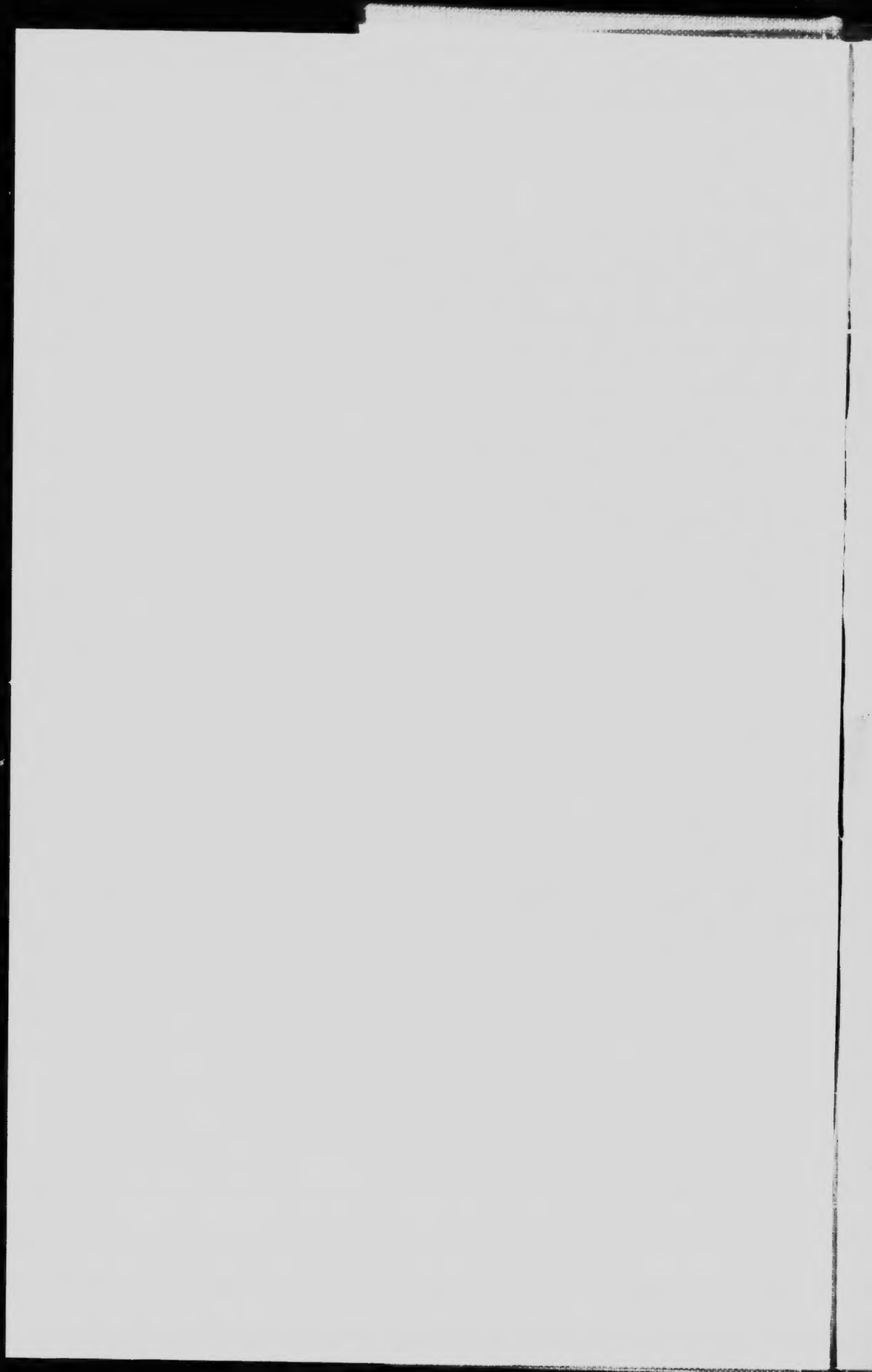
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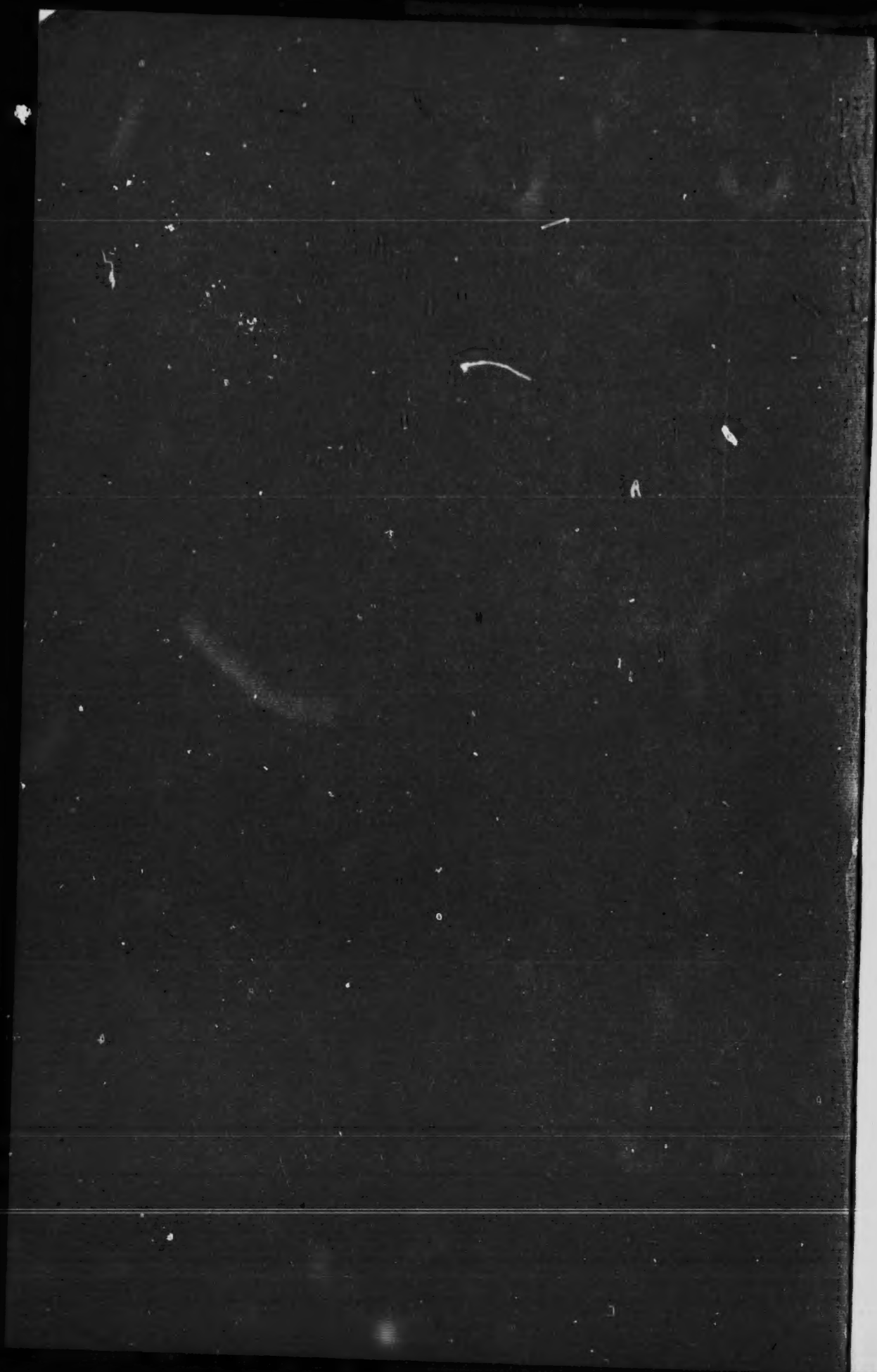


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**BOYD  
LETTER  
WRITER**



BOYD  
Letter Writer



Handwritten text, possibly a signature or date, located in the center of the page. The text is faint and appears to be written in ink.

# BOYD LETTER WRITER

Specially Arranged to Facilitate

Study and Memory

by

Robert Boyd, B. A.

(University of Toronto)

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BOYD SHORTHAND SCHOOL

Toronto, Canada

256

878

**Copyright, Canada, 1910, by Robert Boyd.**

## INTRODUCTION

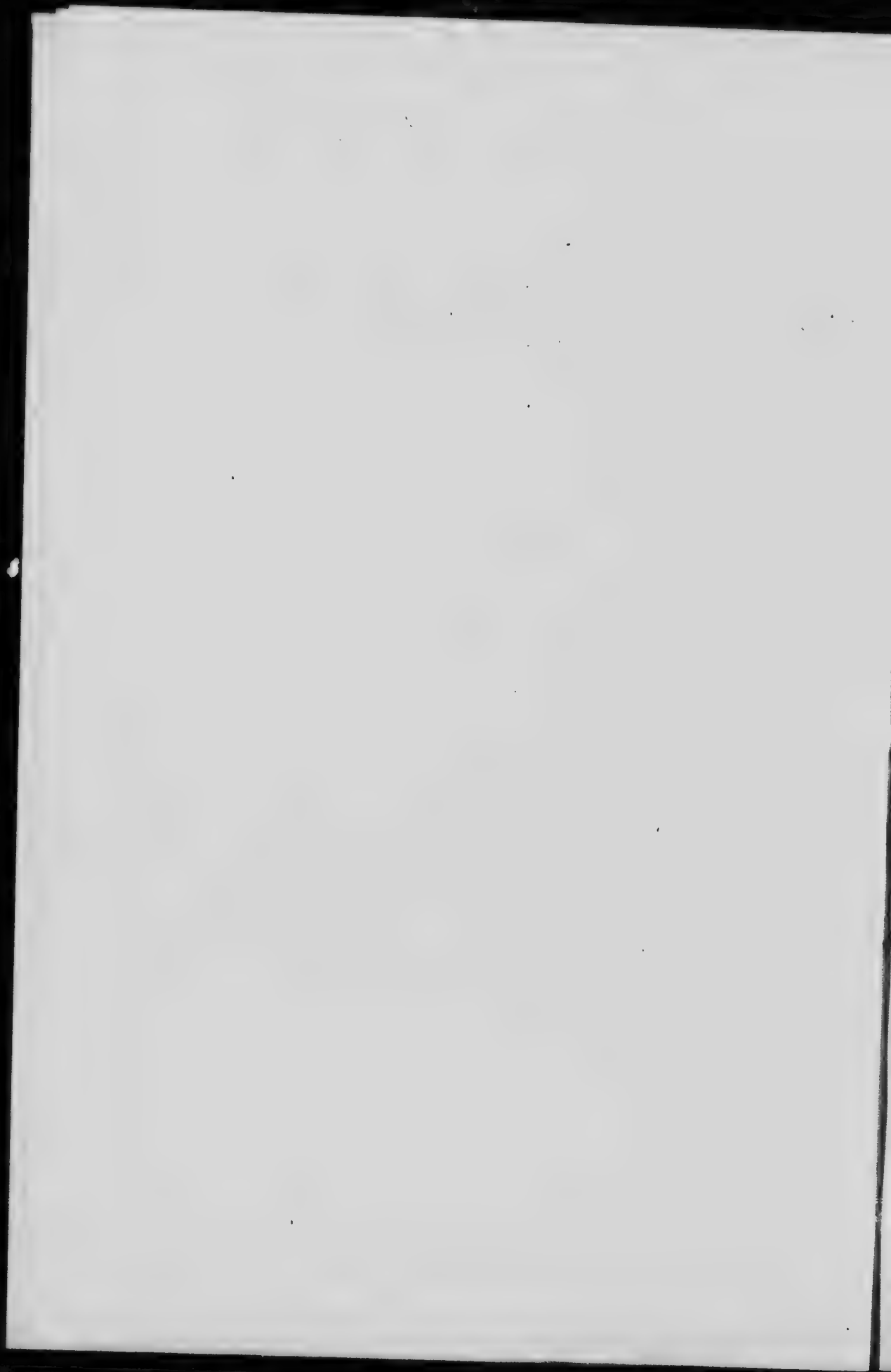
THIS book is designed on the latest pedagogical principles practised in our leading institutions of learning. In all study it would seem to be the aim of the student to make sure that the knowledge gained is the most reliable and best, and that the method of gaining this information is the most practical.

Education is a growth, an organism or a structure, and progress and security depend upon how we study. To attempt to build the superstructure before the foundation has been well laid has been the cause of much evil in both the mental and physical worlds. There is nothing difficult to understand, so far as human experience goes, if it is properly presented. When the end is confused with the beginning or middle, or the beginning with the end, there is no cause for complaint, should the issue be clouded. A place for everything and everything in its place is as necessary in study as it is in the building of a machine.

Thoroughness and quality alone possess the highest value. A person in reciting would deserve no commendation when someone with a book prompts here and there by giving the word. We only know a thing when we can recall it without any special effort or when it comes automatically.

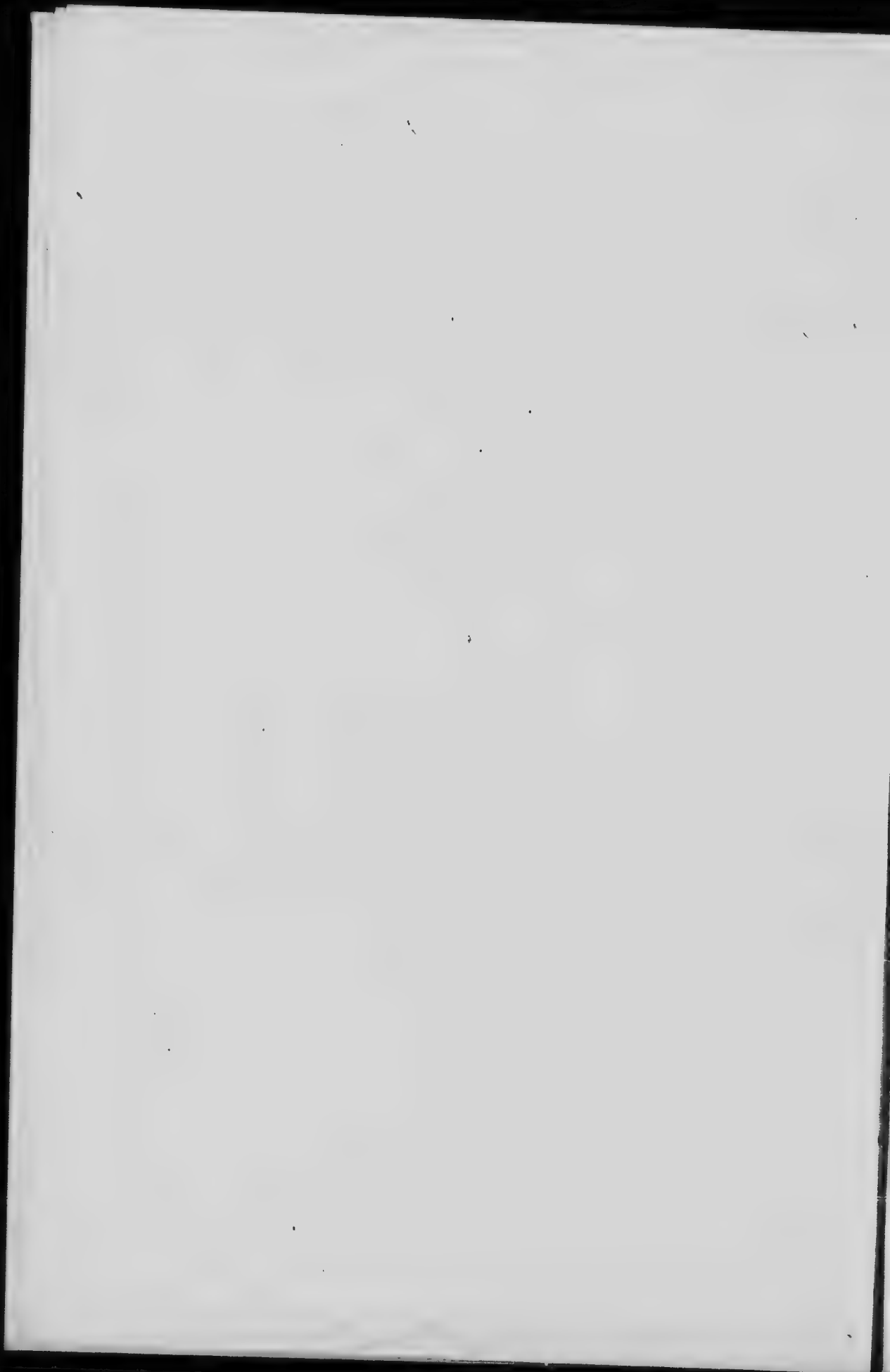
ROBERT BOYD

(Author of "Boyd Syllabic Shorthand").



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## SPECIAL FEATURES OF THE BOYD LETTER WRITER.

1. Words occurring most frequently are given precedence.
2. Due attention is given to repetition for memory and review.
3. A list of words are arranged in groups with regard to similarity of spelling and use.
4. All sentences and phrases are concise grammatically, and are free from obscure references, superfluity and ambiguity.
5. A large variety of ordinary salutations such as "Dear Sir" at the beginning of the letter and the various conclusions of courtesy, such as "Yours truly," have been given due prominence.

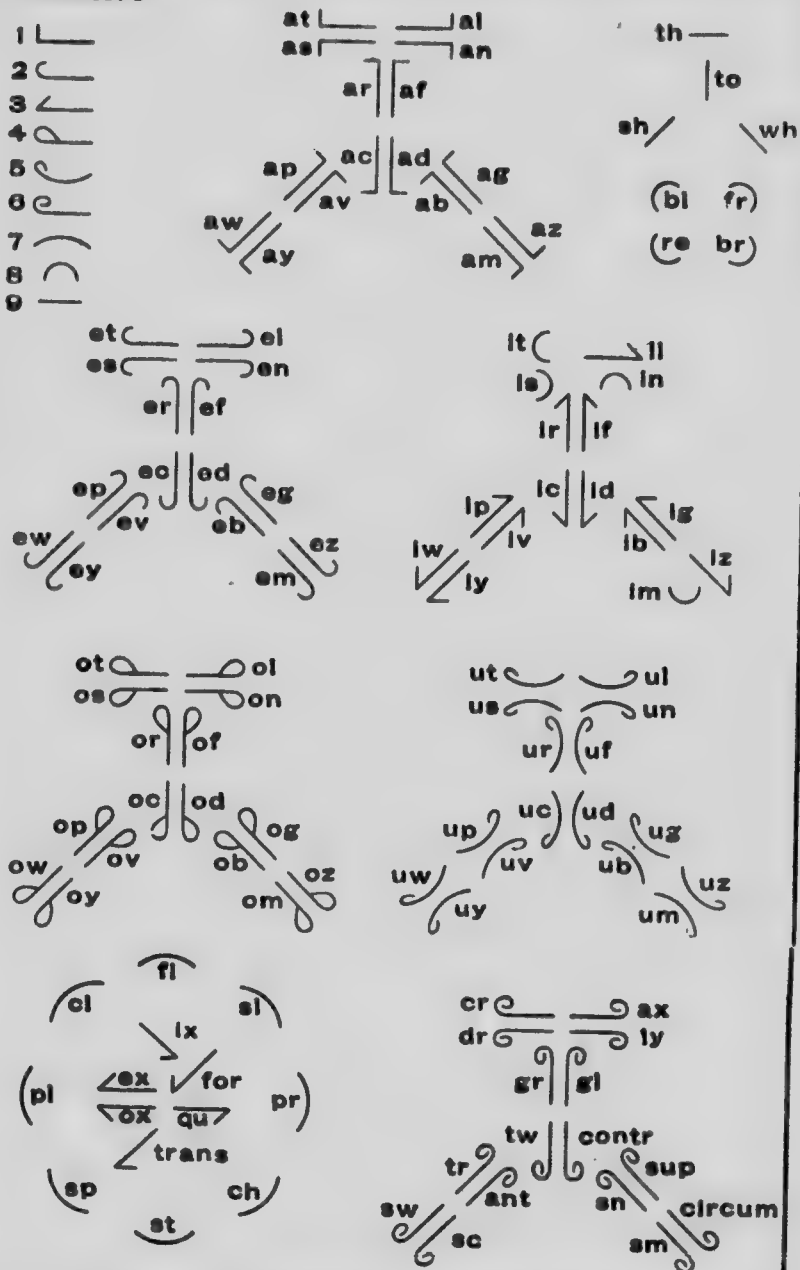


**DIRECTIONS FOR STUDY**

1. Learn the first principles thoroughly.
2. Pass over no point until it is well understood.
3. Review, review, review. For one hour spent in new study there should be two hours spent in review.

Characters

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9



new



**EXERCISE 1**

1. It is on the floor.
2. The shop is on 9th St.
3. In all probability it is in the store.
4. The stoves are at the station on 5th Av.
5. Our shop on Union Av. is closed this evening as usual.

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*Vowels* e l o o ✓

*Consonants* j l r s i d j - s -  
 t n c k h v l

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3 — e s — y — o — d r s —

h — 10 — u.

4 — ) s s 7 5 } —  
 y.

5 — e s — d | —  
 e s — 32 9 4 — p s

## EXERCISE 2

*Vowels*—a e i o u

*Consonants*—b c d f g h j k l m n p  
q r s t v w x y z

1. The gem is on the floor.
2. It is probable the boy is at the station.
3. The old man bought the store on the corner of 5th  
Av. and 10th St.
4. All our business affairs are transacted promptly and  
satisfactorily.
5. The little boy brought the correspondence to the  
old man on the 3rd or 4th of November.

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## EXERCISE 3

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you

1. We do see you.
2. The old man bought my shop.
3. You will go with me to see the show this evening  
at 7 o'clock.
4. We hope to hear from you as soon as possible in  
regard to our correspondence.
5. Our store is lit by electricity generated at the power  
station in the north part of the city.



### DIRECTIONS FOR SPECIMEN LETTER

Various forms are used in the writing of a letter, but the one on the next page appears to be the most common. It is desirable to note how different firms conduct their correspondence.

1. Insert the date of writing after or near the name of the city or place where the letter is written, such as, June 8, 191 .

2. The name of the party to whom the letter is sent begins at index 5 on the typewriter, e. g. Mr. Arthur Norris. This leaves a margin of about one inch on the left side of the letter.

3. Begin the residence or place of business at index 10 on the second line, e. g. 107 North Vine St.

4. At index 15 on the third line is placed the city, county or state where the person to whom the letter is sent resides, e. g. Springfield,—and if a fourth line were used it would begin at index 20.

5. The introductory salutation such as "Dear Sir" begins at index 5. the beginning of each paragraph is at 10 and the regular line at 5.

6. The closing expression of courtesy such as "Yours truly" begins about the middle of the page. and the name of the writer is signed immediately under.

It is important that the letter be constructed with a view to neatness in form and clearness in reading.

On the envelope the name is placed about the middle, and in all other respects follow the same order as the address in the letter.

In the business letters the person addressed may be supplied by the reader.

SPECIMEN LETTER.

CHICAGO

ADDRESS

NEW YORK

LONDON

WE ARE SPECIALIZED IN SHORTHAND

*Boyd's Shorthand School*

EDWARD BOYD, PRINCIPAL

PHONE CENTRAL 627

Chicago, Ill., June 8th, 19--.

Mr. Arthur Norris,  
107 North Vine St.,  
Springfield, Peru, S. A.

Dear Sir:

In reply to your-----

-----  
-----

With great respect, we remain,

Yours truly,

*Boyd's Shorthand School*

CHICAGO, ILL.

Mr. Arthur Norris,  
107 North Vine St.,  
Springfield, Peru, S. A.

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 2

SPECIAL LETTERS.

Dear Sir:

1  
We have the honor to state, in reply to your  
inquiry of the 4th inst., that the institution which  
2  
you refer to is situated in the best part of the  
city. It is thoroughly up to date, and has ample  
>  
accommodation for 300 people.

27.  
In the inclosed catalog you will find further  
information which we hope will be satisfactory. All  
inquiries will receive our immediate attention.

10  
We have the honor to be,

Yours truly,

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Gentlemen:

6  
In reference to our conversation of this day  
in regard to your proposition to rent an office at  
9 East 43rd St., we wish to state that we have con-  
ferred with our agent in regard to the matter, and  
we beg to inform you that we are unable to accept  
your offer for reasons already stated. It is, how-  
ever, our wish to have you as our tenant and to  
assist you in so far as we may be able to do so.  
The proposition we made you is the best we can do  
under the present circumstances.

Hoping to hear from you soon, we are,

Yours respectfully,

2

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✓ 1 2 3 4 5 6

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42

Dear Sir:

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- 1  
✓ 1 .  
We wrote you on the 5th ult. in reference to  
a matter connected with Messrs. Stowe & Co. of your  
city, and we regret to state that, up to date  
we have not received any reply. The information  
we request is exceedingly necessary at the present  
time, and we hope to hear from you at an early date.

2 0  
- 1  
✓ 1 .  
We had the pleasure of a visit from your repres-  
entative a few days ago, when he showed us a sample  
of your goods, and it is quite probable that in the  
near future we will place a large order with you.

With great respect, we remain,

Yours very truly,



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57

Gentlemen:

In reply to your letter of the 17th inst.,  
we would say that the party you mention is doing  
business at No. 109 West 12th St. in this city.

5 We regret very much that when we wrote you  
in regard to the financial standing of the firm of  
W. G. Hope & Co., we did not receive an immediate  
reply. We have had an opportunity to do considerable  
business with this firm, but we do not wish to enter  
10 into business relations with them without being  
amply secured.

Trusting that we have not inconvenienced you  
in the matter, we beg to remain,

Very respectfully yours,

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My Dear Sir:

In our Association at South Point there are about one thousand members who carry on a large wholesale business in hard and soft coal. We are informed that you are supplying the Northern Electric Co. with soft coal for manufacturing purposes. We are further informed that this company is furnishing a part of this coal to their employees and others. We wish to call your attention to the fact that, under the present circumstances, this is against the rules of the Association, and we hope that you will take immediate steps to relieve the situation which is becoming almost intolerable to the retail dealers at South Point.

Kindly let us hear from you at your earliest convenience in reference to the matter and oblige.

Respectfully yours,



BOYD LETTER WRITER

31

My Dear Friend:

On March 14th, we made what we thought to be a satisfactory adjustment with reference to the shipment which we recently sent to you, and which was short one stove. We also asked you to have the agent make a notation on your freight bill to the effect that the stove was missing. Not having heard from you we are again writing you as we need your assistance in order to settle the matter.

Should the agent for any reason refuse to make such a notation kindly state that fact on the reverse side of this sheet and mail to us in the inclosed stamped envelope.

Thanking you for past favors and trusting that we may have your future patronage, we remain,

Sincerely yours,

2

Handwritten musical notation on a page with a vertical margin on the left. The notation consists of various symbols, including notes, rests, and clefs, arranged in a grid-like fashion. The symbols are written in a cursive, handwritten style. The page is numbered 10 in the left margin.

2

Dear Madam:

We are in receipt of your valued favor of recent date, and we regret very much our error in handling your first letter. If you have not received a satisfactory statement up to this time, kindly advise us as soon as possible giving a complete restatement of all the facts in the case. We shall be pleased to take the matter up very carefully, and we will guarantee to give your letter our very best attention. Be sure to use the inclosed envelope when writing to us again should you find it necessary to do so.

Assuring you that we wish to make all your transactions entirely satisfactory to you, we beg to remain,

Yours very respectfully,





Dear Mr. Shaw:

I reached here to-day at 7:30 a. m. by the  
Star Union R. R. and promptly waited on Mr. Lewis  
who gave me all the necessary information relative  
5 to Messrs. Quinn & Co. whom I also visited. I found  
these gentlemen to be thorough business men, sharp,  
quick and decisive, impressing me favorably with  
their conversation and otherwise creating in me a  
feeling of security in opening an account with their  
10 house. From other sources I learned of the esteem  
in which they are held individually, and am gratified  
in being enabled to secure a large order from them,  
which I herewith send you with others and which if  
satisfactory I have no doubt will result in our rec-  
15 eiving their future correspondence.

They gave me without hesitation a complete under-  
standing of their affairs, the amount of capital employed

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and business done, together with some private matters which I shall lay before you on my return to the city.

I am sorry to hear that Wm. Davis is considerably embarrassed by a variety of causes. My opinion is he was connected with the Harris & Co. failure. Business appears to be improving, as you will see from the large number of orders sent you, which greatly exceed my expectations. I will leave here on Thursday, the 6th prox., for Grand Crossing where I shall await your advices.

10

Yours very truly,

Dear Sirs:

Inclosed please find money order for \$1.00 for "Weely Star" for one year. Kindly begin the subscription with the June issue.

15

Very truly yours,

Dic. G. W. M.

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Handwritten symbols and characters, possibly representing a code or cipher, arranged in rows. The symbols include various letters, numbers, and special characters, some of which are stylized or combined. The text is written in a cursive, handwritten style.

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Sirs:

I am reluctantly compelled to express my surprise and disappointment at finding the goods contained in your last shipment so unsatisfactory. 5 Upon examination I discover them to be so inferior that I am disinclined to offer them to my customers. This causes annoyance and at this busy season great inconvenience. Though my confidence in your 10 business remains unshaken by this last transaction, I am, notwithstanding, under the necessity of notifying you that unless you can replace the invoice with goods of a superior class we must cease all correspondence for the future. Asking for an immediate reply, in the meantime holding the goods subject 15 to your order, I remain,

Yours sincerely,

W. P./M. M.

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BOYD LETTER WRITER

41

Dear Mr. Foss:

We are greatly concerned to hear by yours of the  
1st inst. of the inferior quality of goods sent you  
last. We gave the matter our immediate attention, and  
5 discovered that the blunder was the fault of one of  
our young men who in selecting chose a lot of goods  
we intended for the auction room.

In order to rectify his mistake, and prevent  
as soon as possible the vexation and inconvenience  
10 the matter must cause you, we hasten to notify you  
of a shipment this day of a very much higher grade  
of goods, as per inclosed invoice, which we feel  
assured will meet your approbation. In the meantime  
you will oblige us by reshipping the other consign-  
15 ment at your earliest convenience, charging freight  
and all expense to our account.

Truly yours,



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My Dear Friend Allen:

On the 9th inst. we mailed you an order for goods  
as follows:

- 12 gross No. 6 patent penholders
- 5     3 gal. axel oil
- 1 box refined soap
- 4 doz. lead-pencils
- 5 brl. flour (xxx)

Awaiting your reply, we are,

10

Yours cordially,

Dear Miss Jones:

In reply to your favor of the 2nd inst. we have  
pleasure in sending you, under separate cover, a copy  
of our latest catalog. From the prices marked we will  
15 make you a discount of 7 1/2%, and an additional dis-  
count of 2% for cash in ten days.

Very respectfully yours,

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Sir:

We return you herewith invoice of the 2nd. ult.  
For correction. The price quoted us was \$8.25 per brl.  
instead of \$8.35 as you have it.

5 An early reply will much oblige.

Respectfully,

Dear Mrs. Drew:

In reply to your recent letter I beg to send you  
the printed matter inclosed. I trust this will be found  
10 to be a sufficient response to the request contained  
in your letter which is returned to you herewith. If  
the material sent does not fully meet your needs, a  
further inquiry will be promptly answered.

Yours faithfully,

Edw. W. S.

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Dear Sir:

Upon my arrival here yesterday from Iron City  
I immediately called on Slote & Son in accordance  
with your instructions, and after a long interview  
5 have come away with very disagreeable impressions.  
My utmost efforts were unsuccessful in drawing  
from them the necessary information regarding their  
affairs. I think, from information gained from  
others, they do not stand well in commercial circles  
10 and it is a question if absolute reliance can be  
placed upon their statements. Therefore, under these  
circumstances, I shall be obliged to refuse their  
order unaccompanied with satisfactory security.

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In Gates Hatch & Co. I have every confidence.  
Their trade has increased greatly since the retirement of Haswell & Co.

Messrs. White & Curry, the successors of Pratt  
5 Bros., have as you will see from the inclosed papers  
given me a large order, and have expressed to me their  
entire satisfaction with the last shipment. Mr. Chas.  
Pratt will call upon you shortly as he desires to  
extend the business, and is preparing to go to Forest  
10 City to make arrangements to that effect.

The results of my trip having been satisfactory  
beyond my anticipations, I will leave here to-morrow  
for Green Bay from which place I will write you.

Yours very truly,



Handwritten text in Urdu script, consisting of several lines of poetry or prose. The text is written in a cursive style and includes some numbers (5, 10, 15, 20) interspersed among the lines.

## WORD GROUPS.

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| bay day          | ability inability                | law lawsuit       |
| gay hay          | did done                         | jury perjury      |
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## DESIRING INFORMATION.

Dear Sir:

In reply to yours of Sept. 27th, regarding advertisement which you ordered inserted in our Saturday issue, August 30th, beg to advise that we are unable to trace this copy from the information given in your letter. Would you kindly advise just how this advertisement was ordered, whether on charge or cash basis, and whether same was brought into our office or sent by mail.

Upon receipt of the above information we will further investigate this matter and advise you.

Yours very truly,

ACKNOWLEDGING INTRODUCTORY  
LETTER.

Dear Sir:

I have to acknowledge with pleasure the receipt of your esteemed letter introducing Mr. Evans, of your town.

It is perhaps unnecessary to mention that I shall endeavor to make his stay, while among us, agreeable, in accordance with your request. Should we enter into business relations, I shall name him our best terms.

Assuring you of my appreciation of your courtesy in this matter, I am, believe me,

Very truly yours,

## RECOMMENDING BOOK-KEEPER.

Gentlemen:

Mr. Wm. Frank, the bearer, has been engaged in our office as book-keeper for over six years, during which period we found him to be a very careful, practical, thorough book-keeper, and can readily vouch for



INTRODUCING A GENTLEMAN SEEKING A  
CLERKSHIP.

Dear Sir:

The bearer, Mr. Thos. Lane, has been employed by me for the past two years as entry clerk, and has given entire satisfaction.

He is ambitious and desires to secure a better position than I can offer him at present. If you can make use of his services or assist him in securing a more promising location, I will appreciate it. I am,

Yours very truly,

## APPLICATION FOR POSITION.

Gentlemen:

I am advised by Mr. Carroll to apply to you for the position of collector,, which, I understand, has recently become vacant.

I have done similar work for several installment houses in this city, and can refer you to Samuel Jackson & Co., 24 Sixth Avenue.

It will be my aim to serve you with diligence, and I would be pleased to engage with you for a two weeks' trial previous to a permanent engagement.

Sincerely yours,

## ASKING FOR A LOAN.

Dear Friend:

I have unexpectedly run short of funds. Could you oblige me with a loan of one hundred dollars for a couple of months, taking my note as security for the same?

In a few months I shall be in good shape financially, and you can count upon return of the sum when the note becomes due. Any time I can do you a similar favor I shall be glad to hear from you. Trusting that you can help me out at this time, I am, as ever,

Very truly yours,

his ability as a correspondent. He is an excellent penman, correct accountant, industrious and thoroughly reliable in every way. We are confident that we cannot recommend him too highly, and wish him every success with you.

Yours respectfully,

#### OPENING AN ACCOUNT.

Gentlemen:

As we are desirous of opening business relations with your house, we shall ask you to transmit a list of prices, stating your terms of settlement.

Business increases rapidly, and we are in a position with our facilities to handle a large quantity of your style of goods. As to our commercial standing we are permitted to refer to the International Bank of this city.

Hoping to hear from you at an early date, we remain,  
Yours truly,

#### ANSWER.

Gentlemen:

We are pleased to acknowledge receipt of your favor of the first inst. In return we beg to hand you inclosed price-list.

The goods we hold are of all grades and such as will command a ready sale in your market.

Our usual terms of settlement are, 6 per cent cash, 3 per cent 30 days, net 4 months.

Our inquiries as to your standing resulting most favorably, we shall be pleased to accept your orders, confident of filling them to your satisfaction. Meanwhile, we beg to remain,

Respectfully yours,

## ASSIGNEE TO ASSIGNORS.

Dear Sirs:

Having completed the business intrusted to me as assignee for the benefit of your creditors, I beg to notify you that I am now ready to render my accounts and deliver into your hands the trust imposed upon me. Inclosed I hand you a full and correct statement of transactions, with vouchers for each, which you will please accept, and if satisfactory, take such proceedings as will relieve me from all further responsibility.

You will perceive from this statement that the balance in your favor over all indebtedness is \$2,705.33. which amount, if correct, I shall be pleased at any time to place in your hands.

Allow me to congratulate you upon so favorable an ending of the matter, and to present my best wishes for your future prosperity.

Awaiting your answer, I am.

Yours respectfully,

## REPLY TO A PRIVATE INQUIRY.

Gentlemen:

I am in receipt of your favor of the 8th ult., and in response beg to say that upon inquiry I find that the firm you mention, dealers in dry goods, formerly of this place, failed here in 19—, both parties leaving immediately for Central America, since which time nothing has been heard of them. I have been unable to gain the slightest particulars of their whereabouts, except a rumor that one was located in the city of Plainfield, and that the other is or was doing business as a commission broker in the city of Santa Rosa.

Hoping this information though slight may prove a clue to something tangible, I am

Yours sincerely,

## SOLICITING ORDER.

To whom it may concern:

We wish to direct your attention to the fact that all of Webster's smaller School Dictionaries have been revised, and desire to solicit your order for the same.

The distinctive feature of the Academic is its treatment of the derivation of words. In this it conforms to the latest and best authorities. The vocabulary of each is very full, the New School Dictionary containing 35,000 words, the Academic more than 40,000, and the Comprehensive nearly 50,000.

These books are of convenient size, and can always be kept at hand for ready reference. Teachers say that they can obtain better results from the use of our school Dictionaries than when pupils had access to an unabridged dictionary only. The books are more frequently consulted, with a resulting perceptible benefit to pupils, both in accurate usage and in pronunciation, and their use leads to a more careful and thorough study of words,—a habit of incalculable value to every student.

The books are beautifully and durably bound in half leather and are offered to you at the special price found in the circular letter enclosed. If you order within sixty days from date of this letter, it will be our pleasure to give you the benefit of our "Offer Extraordinary," a copy of which is also enclosed. If you should not care for the premiums offered, in lieu thereof we will allow you a further discount of 10% from the special prices. We pay transportation charges.

We shall be pleased to receive your order or correspond with you further with reference to the use of these books.

Yours faithfully,

## INQUIRY AS TO COUNTRY SEAT.

Dear Sir:

Hearing of your intention to dispose of your country residence, and with a view to purchase, I address you in reference to the terms of sale.

May I ask you to communicate to me the precise location, number of acres the property consists of, with a description of the premises, stating the lowest figures at which a purchase can be made, also advising me what day and hour would be most convenient for examination?

Respectfully yours,

## ANSWER.

Dear Sir:

In answer to your favor of the first inst., regarding the purchase of my place, I reply as follows:

The grounds are near Edgewater Square, within ten minutes' walk of the depot, consisting of five acres of excellent farming land. The house is fifty by forty feet, slate roof, built by day's work for owner's residence, and stands complete in every way. It contains about twenty rooms, with all modern improvements, barns and out-buildings, selected fruit trees in abundance, etc. I am willing to dispose of the entire property for \$12,000, net cash.

Any day except Monday, will suit me to have you examine the premises, over which I shall be happy to accompany you.

Hoping soon to have the pleasure of doing so, I am,  
Yours very truly,





## ARTICLES OF CO-PARTNERSHIP.

Articles of agreement made and concluded this first day of July, 19—, between Herman Crane, of ———, party of the first part, and John Winters, of ———, party of the second part, as follows:

The said partners have agreed, and by these presents do agree, to associate themselves as co-partners in art and trade of buying and selling drugs and medicines, which said co-partnership shall continue from the date of these presents, for and during, and to the full end and term of two years next ensuing. The name, style and title of such partnership shall be Crane & Winters. For the purpose aforesaid, he, the said Crane, hath upon the day and date hereof, put into partnership, as capital stock, the sum of two thousand dollars, and the said Winters has also invested the like sum of two thousand dollars, both of which said sums are to be used, laid out and employed in common, between the parties hereto, for the management of the said business to their mutual advantage. And it is hereby agreed between the parties, each himself respectively, and for his own special and particular part that they shall not, and will not, at any time hereafter, during the period above named, exercise or follow the said trade, or any other trade, to their private emolument, or advantage, but shall and will, from time to time, and at all times during said period (if they shall so long live), use their utmost endeavors, to the best of their skill and ability, for their mutual advantage with the stock as aforesaid and its increase, and also that they shall and will, during the period aforesaid, discharge equally between them the rent of such premises as they may hire for the management and conduct of the trade, or business aforesaid, and that all profit,



gain, or increase that shall or may arise from, or by reason of the said joint business, shall be equally and proportionately divided between them, share and share alike, and also all losses that may happen in the said business by bad debts, bad commodities, or howsoever otherwise, shall be paid by and borne equally between them. It is further agreed that there shall be kept during the said period and joint business, perfect, just, and correct book accounts, wherein each of the said co-partners shall enter and set down, as well all the money by him received and expended in and about the business aforesaid, as also all merchandise by him bought and sold, by reason and on account of the said co-partnership, and all other matters and things in any wise belonging and appertaining thereto, so that either of them may at any time have free access thereto, and also that the said co-partners, once in twelve months, or oftener, if need shall require, upon the request of either of them, shall make and render each to the other, or to the executors or administrators of each other, a true and full account of all profits and increase by them and each of them made, and all losses by them or each of them, sustained, and also, of all payments, receipts and disbursements, and all other things whatsoever by them, or either of them, made, received and disbursed, acted, done, and suffered, in the said co-partnership, and the account so made, shall, and will clear, adjust, pay and deliver each unto the other, at the time of making such account, their equal share of the profit so made as aforesaid, and that at the end of the aforesaid period of two years, or other sooner determination of these presents, they, the said co-partners, each to the other, or in the case of the

death of either, the surviving partner to the executors or administrators of the party deceased, shall and will make a true, full, and final account of all things as aforesaid, and in all things well and truly adjust the same, and also that, upon making such accounts, all and every stock as well as the gain and increase thereof, which shall appear, or is found to be remaining, shall be equally apportioned and divided between them, the said co-partners, their heirs, assigns or legal representatives, share and share alike.

In witness whereof, the said parties have, to these presents, hereunto set their hands and seals, the day and year first above written.

HERMAN CRANE,  
JOHN WINTERS.

Signed, sealed and delivered in the presence of

#### PROMISSORY NOTE.

\$300.00

Chicago, December 16, 19—.

Sixty days after date, I promise to pay to M. Carr, or order, three hundred dollars, value received.

F. BROWN.

#### NEGOTIABLE NOTE.

\$200.00

Montreal, January 3, 19—.

Four months after date, I promise to pay to L. Payne, or bearer, two hundred dollars, value received.

G. AMOS.

#### JOINT NOTE.

\$75.00

London, August 2, 19—.

Nine months after date we severally and jointly promise to pay to T. Wilson & Co., or order, seventy-five dollars, value received.

S. SAGE,  
T. NELSON.

## POWER OF ATTORNEY.

Know all men by these presents, that I, R. Hull, of \_\_\_\_\_, merchant, have made, constituted and appointed, and by these presents do make, constitute and appoint the Hon. L. Francis, of the same city as aforesaid my true and lawful attorney, for me and in my name, and for my use, to ask, demand and sue for, recover and receive all such sum or sums of money, debts, goods and wares, and of other demands, whatsoever, which is or shall be due, owing, payable, and belonging to me, by any manner or means whatsoever, especially (here state the object). Hereby ratifying, allowing and holding for firm and effectual, all and whatsoever my said attorney may lawfully do, in and about the premises, by virtue hereof.

In witness whereof, I have hereunto set my hand and seal, the seventh day of May, 19—.

R. HULL.

## BILL OF SALE.

Know all men by these presents, that I, Louis Stephens, of \_\_\_\_\_, in consideration of two hundred dollars to me paid by Henry Cole, of the same place, have bargained and sold to the said Cole, the following goods and chattels, to wit: Fifty bushels of wheat, two tons hay, fifteen sheep and two horses. In witness whereof I have hereunto set my hand and seal this 4th day of October, 19—.

LOUIS STEPHENS.

Signed, sealed and delivered in the presence of

## NOTICE OF DISSOLUTION.

Notice is hereby given, that the partnership lately existing between George R. McClelland and Thomas DeWitt, of the City, County and State of New York, under the style or firm of McClelland & DeWitt, grocers, has been this day dissolved by mutual consent. Either party will sign in liquidation.

[Seal.]

GEORGE R. MCCLELLAND,  
THOS DEWITT.

Feb. 7th, 19—.

## PUNCTUATION.

It has been said truly that no two persons punctuate exactly alike as custom changes with the lapse of time, but there are certain underlying principles upon which all agree and these only are set forth in this book.

1. A PERIOD (.) is used at the end of a sentence or after abbreviations, e. g. The way was long. W. F. White, Esq.
2. A COMMA (,) in writing corresponds to a short stop in speaking for the sake of emphasis and clearness, e. g. Rome, a city on hills, is very ancient and at one time, was the centre of civilization.
3. The SEMICOLON (;) is dropping out of use, the period taking its place.
4. The COLON (:) is used at the end of such expressions as, Dear Sir: We will sell the following: and in numbers, 8:30 a. m.
5. INTERROGATION or QUESTION MARK (?) is used after words or sentences asking a question, e. g. Where? What is the name?
6. EXCLAMATION (!) expresses emotion or strong feeling, e. g. Oh! Hurrah! Alas!
7. The HYPHEN (-) is used to divide words at the end of a line. It also connects compound words, such as, light-house.
8. QUOTATION MARKS ("—") are used to inclose quoted or borrowed expressions, e. g. The Captain said, "Forward, march."
9. The APOSTROPHE (') denotes the omission of a letter or letters, e. g. I'll for I will. It also signifies the possessive case, such as, The man's hat.
10. A DASH (—) shows that a word or sentence is inserted abruptly or by way of comment, e. g. Something—no matter what—has happened.
11. PARENTHESIS ( ) serves the same purpose as the dash.

## CAPITAL LETTERS.

1. The first word of each sentence, e. g. The fish swims.
2. First word of every line of poetry, such as,  
Once upon a midnight dreary,  
As I pondered weak and weary.
3. All names of persons, firms, corporations, societies and books, e. g. John Brown, Star Union, Ethical Club, Pocket Atlas.
4. Names in Geography and Historical Events, e. g. North America, French Revolution.
5. Days of the week and months of the year, e. g. Monday, January.
6. The letters I and O when used as words.
7. All titles of honor, such as, Mr., Honorable, introductory salutations, for instance, Dear Sir, and the first word in a conclusion of courtesy, for ex., Yours truly.



